



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

## **ACCOUNTANT TRAINEE**

**\$3,388 - \$4,040**

**ACCOUNTING SERVICES BUREAU  
SACRAMENTO**

**This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.**

**RESPONSIBILITIES:** Under the close supervision of an Accounting Administrator I (Supervisor), the Accountant Trainee, as a learner and in a training capacity, performs professional accounting work in the establishment and maintenance of accounts and records as they relate to the accounts receivable process. The incumbent will function as the department's Billing Specialist who will be responsible for the generation, posting, and reconciliation of the Department's billed accounts receivable transactions. This involves analyzing, researching, evaluating, and performing corrective actions or entries into the Accounts Receivable accounting system, Oracle Financials, the Department's Integrated Database (IDB), and CALSTARS. In addition, the incumbent is required to develop interpersonal skills to effectively communicate both verbally and in writing with departmental staff and private entities.

### **DESIRABLE QUALIFICATIONS:**

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Knowledge of Microsoft computer applications such as: Excel, Word, and Microsoft Outlook
- Have excellent oral and written communication and analytical skills.
- Ability to work under pressure and handle multiple assignments effectively and efficiently and in a timely manner.
- Ability to be flexible and able to work in a fast-paced office environment.
- Requires consistent and regular attendance.
- Ability to work independently as well as part of a team.
- Ability to maintain a courteous and professional demeanor at all times.
- Be open-minded and flexible to other ideas and solutions, and be tactful.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Accountant Trainee level, those within

7/20/15RJ

---

### **DO NOT SUBMIT APPLICATIONS TO CalHR**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

---



# ***JOB OPPORTUNITY***

## **CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Accountant Trainee, PSN# 413-192-4179-XXX" ON THE STATE APPLICATION.** For additional information, please call Reginald Justo at (916) 492-3351.

**FINAL FILING DATE:** Friday, July 31, 2015 (Close of Business – 5:00 p.m.)

**NOTE:** This position has been previously advertised. If you have already applied for this position, it is not necessary to resubmit your application package.

**Please submit evidence of successful completion of the curriculum and the prescribed courses for review and consideration.**

**Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

7/20/15RJ

---

### **DO NOT SUBMIT APPLICATIONS TO CalHR**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

---



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

**If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.**

7/20/15RJ

---

## **DO NOT SUBMIT APPLICATIONS TO CalHR**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

---